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Communications and Information

BASE DETAILS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 3 CS/SCX (Amn Callie L. Ray)
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Certified by: 3 CS/CC (Lt Col J. H. Boardman, Jr.)
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This instruction implements AFPD 33-3, *Information Management*, and prescribes policy, procedures, and sets forth the purpose, requirements, and methods of selecting personnel to be used for various base details. It applies to all units, including support units assigned to Elmendorf AFB; however, it does not apply to US Air Force Reserve or Air National Guard units and members.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

- 1. Policy.** All military personnel assigned to Elmendorf AFB are eligible for base details, except those exempted by 3 SPTG/CC.
- 2. Definition.** A base detail is a special, one-time, temporary task assigned and performed outside the scope of an organization. A base detail is different than an additional duty such as bay orderly.
- 3. Program Responsibility.** The 3rd Communications Squadron (3 CS), Plans and Implementation Flight, 3 CS/SCX, is the focal point for base details and is responsible for assigning quotas and keeping records to assure equal tasking.
- 4. Eligible Organizations.** Eligible organizations listed in attachment 1 will provide a letter appointing a unit detail monitor and alternates. The letter includes: name, rank, phone number, fax number, office symbol, and building number. Letters will be updated annually, in the month of January, or when changes occur.
- 5. Exemptions.** Requests for permanent exemption from base details must be submitted, in writing, to 3 SPTG/ CC and 3 CS/SCX, in turn. **EXEMPTIONS** must include references and extracted pages from

applicable regulations that support exemptions. Forward all exemption letters to 3 SPTG/CC for approval/disapproval.

6. Procedures for Requesting a Base Detail. Send a request letter to 3 SPTG/CC for approval/ disapproval no later than 14 workdays prior to detail. If the detail has a short suspense, call the Base Superintendent, then the 3 SPTG/CC, giving all information in attachment 2, and send a follow-up letter. The 3 SPTG/CC is the approving authority for all base details.

7. Selection Process for Base Details:

7.1. Details will be prorated, based on adjusted available strength in the grades eligible for each detail. (Adjusted available strength is determined by subtracting the number of approved exemptions from the assigned strength figures provided to 3 CS/SCX, monthly, by the Military Personnel Flight (MPF) Personnel System Management.)

7.2. Units will normally be notified in writing; however, notifications may be made telephonically or by fax machine for short notice details such as baggage details.

8. Detail Types:

8.1. Officer Details. Officer details normally consist of discharge boards, inventories, reports of survey, line of duty, special investigations, and other similar tasks.

8.2. Enlisted Details. Enlisted details normally consist of base clean-up, inventories, meal card inspections, cash verification team, reports of survey, baggage details for very important persons (VIP), and other similar tasks (see attachment 3).

9. Detailing Administrative/Secretarial Support:

9.1. All general scale (GS)-rated secretaries, clerk-stenographers, GS-03 and above, 3A0XX, and 3S0XX personnel assigned to units at Elmendorf AFB will be eligible for administrative support duties. These duties include secretarial, stenographic, clerical, and typing support for visiting inspection teams, investigation boards, and other related teams. (**NOTE:** Personnel with AFSC 3S0XX will be used for typing support only if all military 3A0XX and civilian resources have been exhausted.)

9.2. Civilian selections will be made from desire list provided by Civilian Personnel.

10. Responsibilities:

10.1. Civilian Personnel will furnish 3 CS/SCX a desire list of all civilian secretaries, clerk-stenographers, and clerk typists quarterly.

10.2. The MPF Personnel Systems Management will furnish 3 CS/SCX a listing of all military 3A0XX and 3S0XX personnel monthly.

10.3. The 3 CS/SCX will:

10.3.1. Maintain copies of desire lists.

10.3.2. Relay clerical support and equipment needs to organizational contact points.

10.3.3. Maintain a computerized detail program that will contain applicable information on each organization.

10.4. Unit Detail Monitors will:

- 10.4.1. Ensure people tasked for a detail are fully qualified, based on qualifications and requirements listed on the detail request letter.
- 10.4.2. Upon receipt of detail requests, take immediate action to assign personnel by the suspense.
- 10.4.3. Provide a replacement of equal grade and qualifications if the original person or people are unable to perform the detail because of appointments or other obligations.

10.5. Detail OPRs will:

- 10.5.1. Contact 3 CS/SCX immediately if a unit fails to provide required allocations for a detail.
- 10.5.2. Be responsible for the preparation of appointment letters, special orders, or any documentation associated with the detail.
- 10.5.3. Provide space and equipment for details.
- 10.5.4. Return detailed persons to their duty section promptly after the detail is concluded.

WILLIAM J. LAKE, Colonel, USAF
Commander

Attachment 1

ORGANIZATIONS ELIGIBLE FOR DETAIL TASKING

Manpower strength for base detail allocations is derived from a consolidation of the primary unit strength, plus subordinates or units assigned administratively, minus approved exemptions.

PRIMARY UNITS

3 CES	3 SPS
3 CONS	3 SUPS
3 CPTS	3 SVS
3 CRS	3 TRNS
3 CS	19 FS
3 EMS	54 FS
3 LSS	90 FS
3 MDOS	381 IS
3 MDSS	517 AS
3 DS	611 AOG
3 AMDS	611 ASG
3 MSS	632 AMSS
3 OSS	962 AACS

Attachment 2

REQUEST FOR DETAIL

MEMORANDUM FOR 3 SPTG/CC

3 CS/SCX

In Turn

FROM:

SUBJECT: Request for Base Detail

Request personnel be selected to support the following detail in accordance with WI 37-105.

- a. Type of Detail.
- b. Number/Grade of Personnel Required.
- c. Date, Time, Duration of Detail, including Uniform Requirement.
- d. Exceptions. (List units which because of a conflict of interest cannot be selected.)
- e. State why your unit cannot pull the detail.
- f. Point of Contact, including Duty Phone.
- g. Other Pertinent Information. (Enter any information which will help describe the detail.)

Unit Commander/Staff Agency Chief Signature

NOTE: For recurring details listed in attachment 3, send the request letter directly to 3 CS/SCX.

Attachment 3

RECURRING DETAILS

DETAIL TYPE	FREQUENCY	OPR
Base Cleanup	Daily	3 SPTG/CCM
Narcotics Inventory	Monthly	3 SPS
Cash Verification	As Required	3 CPTS
IMPAC Program	As Required	3 CONS/LGCS
Report of Survey	As Required	3 CPTS/FMQ
Baggage Detail	As Required	11 AF Protocol 3 WG Protocol
Accountable Forms Inventory	Semi annually	3 CS/SCSPD
Urinalysis	As Required	3 MDOS/SGOHN